FORMING AN IEEE STUDENT BRANCH

Why form an IEEE Student Branch?

A **Student Branch** gives you the opportunity to meet and learn from fellow IEEE student members and engage with professional IEEE members locally. An active IEEE Student Branch can be one of the most positive elements at a college or university offering programs, activities, professional networking opportunities, special projects, et al. IEEE currently has Student Branches at thousands of universities and colleges in hundreds of countries throughout the world.

REQUIREMENTS TO FORM AN IEEE STUDENT BRANCH

The first step in forming an IEEE Student Branch is to complete a Petition Form (3rd page of this packet). You will need to have faculty and department support, as well as signatures of at least 12 active IEEE Student Members. You will also need to adopt a Constitution (a sample is located at the end of this packet) which will assist with management of your Branch. The required information is indicated by an asterisk (*). For a simple view of the petition process, a workflow is provided on page 10.

SUBMIT COMPLETED PETITION AND REQUIRED SIGNATURES VIA:

Email petition@ieee.org

Fax +1 732 463 3657

Mail IEEE Member and Geographic Activities
445 Hoes Lane
Piscataway, NJ 08854-4141
USA

For additional information please visit the Geographic Units FAQs page at the IEEE Support Center. If you have any questions, please contact the petition processing team at petition@ieee.org or +1 732 562 5548.

MANAGING AN IEEE STUDENT BRANCH

As the leader of your Student Branch, you will have the opportunity to develop new opportunities that engage the student body at your university or college. Being an IEEE volunteer can help you do just that!

Below are some of the programs and resources that we offer to assist our leaders:

- Obtain membership development materials to actively recruit new members:
  http://ewh.ieee.org/forms/md/supplies-ondemand.php

- Establish an IEEE hosted website: http://sites.ieee.org/hosting/

- After your first year as a Student Branch, complete the annual Activity Report (due 1 November annually) and receive monies for event programs: https://sbr.vtools.ieee.org/

- IEEE has so many program and opportunities that can be found via the IEEE Support Center web presence: https://supportcenter.ieee.org/

- Visit the Student Web Presence via www.ieee.org/students

- Participate in the largest IEEE student competition: www.ieee.org/xtreme

- Host student professional awareness activities: http://www.ieeeusa.org/volunteers/committees/spac/

- Collaborate on projects and receive monies for Branch activities:
  http://www.ieee.org/membership_services/membership/students/awards/student_branch_awards.html

- Connect with us via the Global Student Facebook Page: www.facebook.com/IEEESTUDENTS

PETITION TO FORM AN IEEE STUDENT BRANCH

*Name of
Institution: _____

We, the undersigned, members of IEEE and students at the above named institution, hereby petition to form a Branch at the school indicated above. We agree to adopt and conform to the recommended Constitution for IEEE Student Branches, a copy of which is attached.

** 12 ACTIVE IEEE STUDENT MEMBERS OR GRADUATE STUDENT MEMBERS ARE REQUIRED FOR A STUDENT BRANCH FORMATION. **

*Signature of Petitioner	*Member Number	*Printed Name
*1.		
*2.		
*3.		
*4.		
*5.		
*6.		
*7.		
*8.		
*9.		
*10.		
*11.		
*12.		
13.		
14.		
15.		
16.		
17.		

NOTE: If a petitioner is a new student or graduate student member of IEEE, and has not yet had a membership number assigned, please give the date the application was mailed or joined online and the Zip Code (if U.S.) or City, Country to which IEEE was instructed to send mail. Please note that completed online Student membership applications and payments may be sent with the Student Branch Petition. IEEE accepts credit cards for joining online. If this form of payment is not convenient, there is also an option called "print and mail with payment" for paying with a check, bank draft, or other form of payment. Join online at http://www.ieee.org/join and follow the instructions at check out.

*Interim Student Branch Chair

The following individual, holding IEEE Student or Graduate Student Member grade, is serving as the Organizer of the Student Branch, who will serve as interim Student Branch Chair pending election at a later time. An election should be held once the Student Branch has received confirmation of official formation by IEEE.

*Name: _____ ***Member#:** _____

*Address: _____

*City: _____ ***State/Province:** _____ ***Postal Code:** _____

*Country: _____ ***Email:** _____

*Phone: _____ **Fax:** _____

*Branch Chair's Signature: _____ ***Date:** _____

*APPROVAL OF THE INSTITUTION AND ENDORSEMENTS OF IEEE MEMBERS

*Name of Institution: _____

School Code (if known): _____

*This action has the approval of the Department of: _____

*and the College of: _____

*Department Head

*Department Head's Signature: _____

*Name: _____ ***Date:** _____

*Address: _____

*City: _____ ***State/Province:** _____ ***Postal Code:** _____

*Country: _____ ***Email:** _____

*Phone: _____ **Fax:** _____

*University Web site: _____

The petition must include the endorsement of at least three active IEEE members, Graduate Student Member or higher, who are faculty members teaching in IEEE designated fields of interest.

*Branch Counselor

*Branch Counselor's Signature:

*Member Number:

*Name: ***Date:**

*Address:

*City: ***State/Province:**   ***Postal Code:**

*Country: ***Email:**

*Phone: **Fax:**

*University Web site:

We, the undersigned faculty members, who are also IEEE members above the grade of Student Member, endorse the formation of an IEEE Student Branch as indicated above.

*Signature of Petitioner	*Member Number	*Printed Name
1.		
2.		

Establishing an IEEE Student Branch Supplement

All fields must be completed.

*IEEE Educational Program Data -

*1. What is the official name of the institution in its native language?

*2. What is the usual translation of the name into English?

*3. Where is the institution located?

    *IEEE Region   ***IEEE Section**

    *Please give the complete postal address.

    *Address:

*City:	***State/ Province:**	***Postal Code:**
*Country:		

*4. What is the web site (URL) for the university or educational institution?

*5. In the following discussion, a "license" is an authority to operate, whereas "accreditation" refers to evaluation against appropriate quality standards. The licensing agent may be a Board or a government agency, such as a ministry of education. The accreditation agent may be a government agency, such as a ministry of higher education, or a non-government organization, such as ABET, CEAB, IEE, CACEI, JABEE, etc.

    *a. What agency has authorized—that is, licensed— the university or educational institution to admit students and to grant degrees?

    *b. On what date was this authority granted?

    *c. When will the license expire, or when is it due to be renewed?

    *d. What are the degree titles for disciplines of study that fall within the IEEE designated fields?

        *Engineering

        *Computer Science and Information Technology

*Physical Sciences

*Biological and Medical Sciences

*Mathematics

*Technical Communications, Management, Law, and Policy

*e. Have any of the programs identified in "d" above received professional accreditation, in contrast with institutional accreditation?

    *If so, by whom?

    *If so, when was the evaluation conducted?

    *What was the result?

    *When does the accreditation expire?

*f. Has your university/college produced at least one graduating class? YES_____ NO_____ Year_____

NOTE: To form an IEEE Student Branch, the university/college must have produced at least one graduating class.

*SAMPLE CONSTITUTION for IEEE STUDENT BRANCHES

*Name and Purpose

*Sec. 1   This organization shall be known as the _____ Student Branch of IEEE.

*Sec. 2   The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, as well as the furtherance of the professional development of the Students.

*Sec. 3   The organization and operation of the Student Branch shall be in accordance with the Constitution and Bylaws of IEEE.

*Membership

*Sec. 4   Membership shall be limited to undergraduate and graduate students of _____ (indicate school).

*Sec. 5   The membership shall consist of Student and Graduate Student Members of IEEE.

*Dues

*Sec. 6   The Executive Committee of the Student Branch shall have the power to levy special assessments upon endorsement by a two-thirds vote of the active Student Membership of the Student Branch.

*Sec. 7   Nonpayment of transnational dues will automatically result in suspension of membership in IEEE and in the local Student Branch. Nonpayment of local dues may result in suspension of membership in the local Student Branch, but will not result in suspension of membership in IEEE.

*Sec. 8   The local dues per semester for members are payable at the beginning of the semester.

*Officers

*Sec. 9   The officers of the Student Branch shall be a Chairman, a Vice-Chairman, a Treasurer, and a Secretary.

*Sec. 10   To be eligible for office, a candidate must be enrolled as a Student or Graduate Student Member of IEEE and a member in good standing in the local Student Branch.

*Sec. 11   The term of office shall ordinarily be one year. The Branch Counselor term shall ordinarily be for two years.

*Sec. 12   Election of officers for the following year shall be held not later than the last meeting of each year and must be reported at: https://officers.vtools.ieee.org/.

*Executive Committee

*Sec. 13   The management of the affairs of the Student Branch shall be in the hands of the Executive Committee, consisting of the duly elected officers of the Branch and the Counselor appointed by the IEEE. The Chairman of the Branch shall be Chairman of the Executive Committee.

*Sec. 14   The Executive Committee shall be the governing body of the Student Branch and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditures, etc.

*Duties of Officers

*Sec. 15   The Chairperson shall preside at all meetings of the Student Branch. He/she shall appoint all

committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.

*Sec. 16   The Vice-Chairman shall perform all functions of the Chairman in his/her absence at his/her request.

*Sec. 17   The Secretary shall keep a record of all activities of the Student Branch and shall report Branch activities to IEEE Headquarters before 1 November annually via: https://sbr.vtools.ieee.org/, together with any special reports required by IEEE Headquarters. The secretary shall carry on all other communications necessary to the activities of the Branch. The secretary shall keep a record of the names of members in attendance at the meetings.

*Sec. 18   The Treasurer shall receive all money and pay all debts of the Student Branch authorized by the Executive Committee, and shall keep an exact account of all receipts and expenditures.

*Sec. 19   A complete annual report shall be submitted before 1 November annually via https://sbr.vtools.ieee.org/ by the Chairman and the Treasurer upon certification by the Branch Counselor.

*Standing Committees

*Sec. 20   The following Standing Committees or their equivalent shall be appointed by the Chairman:
            a) Program Committee
            b) Publicity Committee
            c) Membership Committee

*Sec. 21   The Program Committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings.

*Sec. 22   The Publicity Committee shall be responsible for proper advisement of each meeting.

*Sec. 23   The Membership Committee shall bring the advantages of membership in the Student Branch, and in the IEEE, to the attention of all potential Student and Graduate Student Members.

*Sec. 24   In addition to the above standing committees, the Chairman may appoint other committees which he/she may deem necessary.

*Meetings

*Sec. 25   The Student Branch shall hold regular and special meetings at such places and time as designated by the Executive Committee, with a minimum of three meetings a year.

*Amendments

*Sec. 26   The Student Branch is empowered to adopt Bylaws which are consistent with this Constitution. Both the Constitution and Bylaws should be made available on your IEEE Student Branch web page.

*Sec. 27   The Constitution may be amended by two-thirds of the active Student or Graduate Student Members of the Student Branch present and voting provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting. Such amendments become effective only upon the approval of the Executive Committee of IEEE.

◆IEEE Forming an IEEE Student Branch

Organizer:

Completes Petition Packet

- Name of Institution
- Signatures of 12 eligible IEEE student members
- Name of interim branch chair
- Approval of institution and IEEE member endorsements
- Educational program data
- Sample constitution
- Submit completed packet to MGA staff

MGA Staff:

- Validates all required information is received and eligible
- Communicates with organizer if there are any issues
- Seek approvals from Region Director and Regional Student Representative
- Organizer is notified once approvals are received

MGA Staff Final Steps:

- Create unit in IEEE database
- Final notice &welcome letter sent to organizer